2021-2022
Housing Information Session
For Current Students

Office of Residential and Dining Services
201-216-5128
RDS@stevens.edu
2021-2022 Housing Options for Current Students

• The majority of current students who apply for 21-22 housing will be housed in one of the Shipyard buildings

• Additional housing options may be released after the housing application closes but before the room selection process happens

• The application numbers will determine if we need to house students at additional leased housing properties
The waitlist is an expected aspect of our housing selection process, as we cannot take on leases in Hoboken apartments until we are certain about the demand. Students on the waitlist are guaranteed housing even if we do not know the specific location until we finalize our lease agreements. Once leases are finalized, students from the guaranteed waitlist will be assigned.
Stevens Leased Housing Overview

Bedrooms includes a desk with shelf, desk chair, adjustable extra long twin bed with mattress and 2 two-drawer dressers

Common area includes soft seating and a dining table with chairs
Stevens Leased Housing Overview

• All apartments have 2 bedrooms and 2 bathrooms
• All apartments are fully furnished
• Cost includes utilities (electric, gas, internet, air conditioning)
• Full kitchen in each unit with microwaves, full stove, full refrigerator and dishwasher
• Larger buildings include access to fitness centers and lounges
• All buildings have live-in Resident Assistant (RA) Staff
• Stevens on-call emergency staff is available 24/7
• All apartment maintenance is reported through the My Stevens work order system on the Housing & Dining tab to assure follow up with the Management companies.
• Shuttle service, Cable TV, kitchen utensils (ex: pots, plates, cups, silverware) and any other personal items are not provided
Stevens Shuttles

In the past, Stevens has provided shuttles to properties where we lease apartments.

Now that we are consolidating units in Shipyard, we will no longer run shuttles to leased properties.

A decision on commuter shuttles to the Hoboken Train station and the Jersey City light rail will be made and communicated at a later date.
Why does Leased Housing cost more than other options?

- NJ Fire Code – All buildings leased by a college or university must have fire sprinklers
- We provide furniture that also meets NJ Fire Code safety requirements
- 24/7 emergency response by Stevens staff and Campus Police
- Events and Opportunities for Connection provided by Resident Assistants
- Support for room/apartment facilities concerns and roommate conflicts
- Utilities (electric, gas, air conditioning, and internet) are Included
- Lease Co-signers, Broker Fees and Large Security Deposits are Not Required
2021-2022 Housing Process Overview

• **Housing Application**
  - 2021 – 2022 Housing application is now live and is due by March 1, 2021

• **Housing Deposit**
  - All students who are planning on living in Stevens Housing are required to pay a $500 nonrefundable housing deposit at the time they submit their application

• **Roommate Groups**
  - Roommate Groups can be created before room selection
  - Students who are looking for a roommate can use our Roommate matching program, My College Roomie (MCR), to find a roommate.

• **Room Selection**
  - Applicants will receive an email with a selection date and time after the application closes but before room selection
  - The Office of Residential and Dining Services will be hosting another webinar with additional information on how to select your room
To Access the myStevens Housing & Dining Portal please click on the Housing Icon
2021 - 2022 Current Student Housing

• All of the information from this presentation can be found on your MyStevens Housing & Dining Portal under “21 – 22 Current Student Housing”

Click Here
Applying For Housing

- Housing Application is now Live
- Housing Application is Due March 1, 2021

Click Here

Apply for Housing

Applications

Hello Patrick Monaco,
Housing ID

The 2021-2022 Spring Housing Application is now available for current Stevens students who are planning on living in Stevens Housing for the 2021-2022 academic year.

Application Due Date- is March 1, 2021

Housing Deposit

Please note that when you submit your application you will be directed to our payment portal

- Please follow the steps to pay a non-refundable $500 housing deposit that will be deducted from your spring semester’s housing cost
- Please have your Campus Wide ID ready to submit your payment.

Security Deposit

- Once you have been assigned to a room you will be charged a refundable $500 security deposit that will be held until you no longer live in Stevens housing

COVID-19 Policies

Residing in Stevens housing requires mandatory participation in weekly COVID-19 testing, limiting personal travel to and from campus, and compliance with the Stevens Health Honor Code, the Student Code of Conduct, and all COVID-19 Policies and Procedures outlined in the Student Handbook. Students who violate the Stevens Health Honor Code will face sanctions up to and including a suspension from the campus and Stevens housing.
2021 – 2022 Housing Application

Office of Residential and Dining Services

2021-2022 Current Student Housing Application

Hello Patrick Monaco,
Your Campus Wide ID is [Redacted]

Application Instructions:
Complete the information on each page. Use the "Next" and "Previous" buttons to move back and forth within the application form. On the application, you will review personal information, indicate community and roommate matching preferences, and indicate your agreement to the Housing and Dining Policies as well as the Stevens Code of Conduct.

A confirmation will be sent to your Stevens email address. If you do not receive a confirmation email we have not received your application. Please feel free to contact us if you have any questions regarding the process.

Housing Deposit
Please note that when you submit your application you will be directed to our payment portal

- Please follow the steps to pay a non-refundable $500 housing deposit that will be deducted from your first semester's housing cost.
- Please have your Campus Wide ID ready to submit your payment.
- Any student who does not have an application and a deposit on file by the deadline will not be able to participate in the Room Selection process in June

Security Deposit

- All students assigned to housing will be charged a refundable $500 security deposit that will be posted on your Stevens account.
- The security deposit will be held and refunded to your Stevens account when you no longer live in Stevens housing.

Special Information Related to COVID-19 Pandemic

In the event Stevens housing is unavailable, in whole or in part, for the Fall 2021 semester due to the COVID-19 pandemic, housing deposits will be posted as a credit to your Stevens account. Students who have applied for housing by the Fall 2021 deadline will receive priority for Spring 2022 housing assignments based on availability. This information is subject to change based on further changes to Stevens housing availability and guidance from governmental authorities about the COVID-19 pandemic.

Feel free to contact us at 201-216-5128 or RDS@stevens.edu if you need any assistance with this process.

1. Click Here to Continue
2. Before continuing, please make sure to submit the contact information for both Missing Person and Emergency Contact. This may be the same person. Please do not use your own cell phone number.

3. Click Here to Continue
4. Select Meal Plan Preference Here

5. Click Here to Continue
2021 – 2022 Housing Application

6. Click Here to read all policies before submitting your application

7. Click on the boxes next to each assertion to agree

8. Click here after you have agreed to the assertions above and entered your ID number to the right.

9. Enter your Campus Wide ID number here before clicking Submit My Application
Housing Deposit

- Any student who applies to live in Stevens housing is required to pay a $500 housing deposit that will be applied as a credit towards the fall semester housing billing statement.

- Once the housing application has been submitted you will be redirected to the deposit payment portal. If you are unable to pay the deposit at the time the application is submitted you will be able to access the portal at a later time using the link that was provided in the application submission confirmation email.

- The housing deposit is required to be paid before the application closes on 3/1/2021. Students who have not paid the deposit will not be able to participate in the room selection process.
Housing Deposit

Student Information

* Student First Name
Patrick

* M.I.

* Last Name
Monaco

* Student CWID (Campus Wide ID)

* Phone Number

* Stevens E-Mail Address

Payment Detail

Add items in the item information section

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Deposit</td>
<td>$500.00</td>
</tr>
</tbody>
</table>

Total $500.00

Important Information

Submission of your $500 non-refundable Housing Deposit will appear as a credit on your Fall bill and apply against your housing charges.

*Please ensure that your CWID is accurate. It may be found on your enrollment documents.

If you have any payment questions please contact the Office of Student Accounts at 201.216.3500 or e-mail studentaccounts@stevens.edu.
Housing Deposit

Select a Payment Method

- eCheck
- Credit Card

Payment Detail

Today's Date: 02/05/2021

<table>
<thead>
<tr>
<th>Housing Deposit</th>
<th>$500.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount to Pay</td>
<td>$500.00</td>
</tr>
</tbody>
</table>

Edit

Cancel

All Rights Reserved 2021

Privacy Notice
Housing Deposit

Payment Account Information

- Credit Card Type *
- Exp Month *
- Exp Year *
- CVV *
- Credit Card Number *
- Card Number
- Name on Card *
- Name On Card

Billing Information

- Country *
- United States
- Address (Line 1) *
- Address (Line 1)
- Address (Line 2)
- Address (Line 2)
- City *
- City
- State *
- Choose State
- Zip Code *
- Zip Code
- Email *
- Email

- I have verified that my payment information is correct
- The Privacy Notice contains important information about how TMS may share your non-public personal information. Please review before checking this box.
- By checking this box, I acknowledge that I have received the TMS Privacy Notice, and agree that TMS may satisfy its obligation to provide me with an annual copy of its Privacy Notice by keeping it available for review on https://www.afford.com/TMS/content/pdf/TMS_Privacy_Policy.pdf.
- Check this box to view the terms and conditions of making a one-time payment. You will be prompted to authorize this payment before you can continue.

- I'm not a robot

Process Payment
Roommate Groups

- Types of groups
  - General
  - Gender Inclusive

- Roommate groups can be formed or changed up until your room selection date and time

- The person with the best selection date and time can pick for the entire group
General Roommate Group

- Can be created with a minimum of 2 students or as many as 4
- Members of a General Roommate Group must all be of the same gender
- The member with the best selection date and time can select for the group

Greetings Patrick Monaco,

Welcome to the Roommate Group page. Before you can select your room with your friends you must invite them to a roommate group. By creating this group you will be able to participate in the room selection process with your friends.

Creating a Roommate Group

1. All members must have a 2021-2022 Current Student Housing Application on file.
2. The designated Group Leader will need all of the group members' Housing ID#s to create the group.

Managing a Roommate Group

1. Group members will use this page to accept or decline the roommate group they have been invited to.
2. If you do not accept the group you will not be able to be pulled into a room during room selection.
3. You cannot be in more than one group at a time. To create or be invited to another group you must leave the one you are currently in.

IMPORTANT: If you do not click finish your changes to the group will not be saved

Roommate Group Management

Create Group

[Icon: Cancel] ✔️ Finish
Gender Inclusive Roommate Group

- Groups must be able to fill an entire apartment
- Any student with a 2021 – 2022 current student housing application can be invited to this group regardless of gender
- The member with the best selection date and time can select for the group

Creating a Gender Inclusive Roommate Group

1. All members must have a 2021-2022 Current Student Housing Application on file.
2. All members must have read and agreed to the Gender Inclusive Housing policies before a group can be created.
3. The designated Group Leader will need all of the group members' Housing ID#s to create the group.
4. Groups of 4 are strongly suggested to give you the best chance of finding an apartment.

Managing a Gender Inclusive Roommate Group

1. Group members will use this page to accept or decline the roommate group they have been invited to.
2. If you do not accept the group you will not be able to be pulled into a room during room selection.
3. You cannot be in more than one group at a time. To create or be invited to another group you must leave the one you are currently in.

IMPORTANT: If you do not click finish your changes to the group will not be saved
My College Roomie

• Must have a 2021 -2022 Current Student application on file

• You will be able to log in 24 hours after your application has been submitted

• Once you are logged in you will be able to create a profile that other students who applied will be able to see

• You will then see how well you match with other students by seeing a matching percentage.

• Once you find someone on MCR you will then create a roommate group using the Manage Roommate Group function on your myStevens Housing and Dining portal
Creating a Roommate Group

1. Click on the type of roommate group you would like to create.
Creating a Roommate Group

Greetings Patrick Monaco,

Welcome to the Roommate Group page. Before you can select your room with your friends you must invite them to a roommate group. By creating this group you will be able to participate in the room selection process with your friends.

Creating a Roommate Group

1. All members must have a 2021-2022 Current Student Housing Application on file.
2. The designated Group Leader will need all of the group members’ Housing ID#s to create the group.

Managing a Roommate Group

1. Group members will use this page to accept or decline the roommate group they have been invited to.
2. If you do not accept the group you will not be able to be pulled into a room during room selection.
3. You cannot be in more than one group at a time. To create or be invited to another group you must leave the one you are currently in.

IMPORTANT: If you do not click finish your changes to the group will not be saved

Roommate Group Management

2. Click on Create Group

Cancel  Finish
Creating a Roommate Group

Greetings Patrick Monaco,

Welcome to the Roommate Group page. Before you can select your room with your friends you must invite them to a roommate group. By creating this group you will be able to participate in the room selection process with your friends.

Creating a Roommate Group

1. All members must have a 2021-2022 Current Student Housing Application on file.
2. The designated Group Leader will need all of the group members’ Housing ID#s to create the group.

Managing a Roommate Group

1. Group members will use this page to accept or decline the roommate group they have been invited to.
2. If you do not accept the group you will not be able to be pulled into a room during room selection.
3. You cannot be in more than one group at a time. To create or be invited to another group you must leave the one you are currently in.

**IMPORTANT: If you do not click finish your changes to the group will not be saved**

Roommate Group Management

<table>
<thead>
<tr>
<th>Patrick Monaco's group</th>
<th>Roommate</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Leave</strong></td>
<td>Patrick Monaco</td>
<td>Leader</td>
</tr>
</tbody>
</table>

3. Click “Invite”
Creating a Roommate Group

Roommate Group Management

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<tbody>
<tr>
<td></td>
<td>Patrick Monaco</td>
<td>Leader</td>
</tr>
</tbody>
</table>

4. Enter Housing ID for the student you want to invite

5. Click “Search”

4. Enter Housing ID

5. Click “Search”

Cancel   Search

Cancel   Finish
Creating a Roommate Group

### Roommate Group Management

<table>
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<td>Patrick Monaco</td>
<td>Leader</td>
</tr>
</tbody>
</table>

#### Roommate Search Criteria

- **Housing ID:** 63796
- **Found:** Hunter Gellman

6. Click “Select”
## Creating a Roommate Group

### Roommate Group Management

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<td>Leader</td>
</tr>
<tr>
<td><strong>Remove</strong></td>
<td>Hunter Gellman</td>
<td>Invited</td>
</tr>
</tbody>
</table>

6. Click “Finish”
Managing a Group Invitation

Click on the roommate group type that you were invited to
Managing a Group Invitation

1. Once you have been invited to a group you have the option to
   - Decline a group invite
   - Accept a group invite
   - Leave a group

Please note if the person who created the group, “Group Leader,” leaves the group it will be disbanded and a new group will need to be created before room selection.

2. Click “Finish” after any changes to the roommate group have been made to save them.
Room Selection

- Room selection dates will be sent out in March after the Housing Application closes.
- Students must have an application and deposit on file to participate in the room selection process.
- Students will be assigned a selection date and time based on their classification (Rising Seniors, Rising Juniors, and Rising Sophomores).
- Students who are current undergraduates may apply for housing and participate in the room selection process if they are going to have a graduate student status for the 2021-2022 academic year.
- Roommate groups must be created before the selection process.
- Students are not required to create a roommate group to select housing if they do not have a roommate preference.
- Students living in Stevens housing are required to have a meal plan.
- We will be emailing additional room selection information to those who apply for housing by the deadline.
Questions?
Patrick Monaco
Assistant Director of Housing Services
Office of Residential and Dining Services
201-216-5128
RDS@stevens.edu